

This document provides standards for writing a DoD Manual using the template posted on the DoD Issuances Websites. Use of the template is mandatory. Do not write over a prior version of the issuance.



Department of Defense Manual

Enter the Manual #,
Volume # if applicable,
and the acronym of
your Component.
Directives Division
(DD) enters the date
below the number after
the issuance is signed.

NUMBER 1234.56

– OR – **NUMBER 1234.56, Volume 1**

– OR – **NUMBER 1234.56, Volume 2**

DA&M

Enter the Manual title in title case in the subject line, in the font provided in the template (Times New Roman 12 point throughout). Do not exceed two lines. Do not use the same subject line for more than one issuance. FOR MANUALS SEPARATED INTO VOLUMES, the subject line shall consist of a basic title that applies to the overall Manual and a Volume-specific title.

SUBJECT: For a Manual with no volumes:
Standards for DoD Manuals (DoDMs)

– OR – for a Manual with volumes:

Standards for DoD Manuals (DoDMs): Format and Content

Format the Manual according to Enclosure 1. For guidance on composition, go to the WRITING STYLE GUIDE on the DoD Issuances Websites, Issuance Process Pages, at <http://www.dtic.mil/whs/directives> (unclassified) and <http://www.dtic.smil.mil/whs/directives> (classified). GO TO these same sites for all other "go to" guidance in these standards.

1 blank line

References: Format references according to Enclosure 2. List six or fewer references here, in the order they appear in the text. If you have more than six, list references in the first enclosure. In that case, the citation on this page should read:

References: See Enclosure 1

– OR – if there is only one enclosure:

References: See Enclosure

1

2 blank lines

1. **PURPOSE.** REQUIRED section that is always located in the front matter regardless of length. (See Enclosures 3 and 4 for sample purpose statements.)

a. DoDMs provide detailed procedures for implementing policy established in DoD Directives (DoDDs) and DoD Instructions (DoDIs).

1

b. Organize and draft the text above the signature according to sections 1 through 9 above the signature of these standards. Organize the enclosure(s) according to Enclosure 1. The complete Manual, including enclosures, shall not exceed 100 pages. If more than 100 are required, separate the Manual into volumes. Each volume of a multi-volume manual shall contain the required sections above the signature and shall be structured according to these standards. (Each volume shall stand alone.)

1

c. In the purpose section, state concisely why the Manual is being published. Include a reference to the chartering DoDD that provides the Head of your Component the authority to develop and

First Page Footer - Section-1

Page numbering is preset in the footer throughout the template beginning on page 2.

DoDM Standards as of 8/10/2010

Second page and subsequent headers are preset. Enter the Manual # *DoDM 1234.56-M* followed by “-M” in the right-aligned area provided. For a Manual with – OR – *DoDM 1234.56-M-VI* volumes, enter the volume # as “-V#” at the end. DD enters the date after the Manual is signed.

approve the Instruction, and to the DoDD or DoDI the Manual implements. Identify any issuances this one reissues or cancels.

1

d. For multi-volume manuals, the purpose section consists of:

1

(1) A basic statement pertaining to the Manual's purpose in its entirety, including identifying the DoDD or policy DoDI that the Manual is implementing.

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(2) A volume-specific statement summarizing the content of the subject Volume and identifying any issuances the subject Volume reissues or cancels. If a multi-volume manual is reissuing a single DoDM or DoD publication, only Volume 1 of the new manual will contain the statement “(hereby cancelled)” in the References section. Subsequent volumes will state “(cancelled by Volume 1 of this Manual).”

1

2

2. **APPLICABILITY**. REQUIRED section that is always located above the signature regardless of length. Use the standard statement provided in the template. If the Manual applies to organizations not listed there, or applies only under certain conditions, separate the section into paragraphs. For multi-volume manuals, identify any volume-specific qualifications to the standard applicability in a separate paragraph. (See Enclosure 5 for samples.)

1

2 blank lines

3. **DEFINITIONS**. OPTIONAL section.

a. Use this section to define terms unique to the Manual when their definitions do not exceed half a page. (See Enclosure 6 for sample definitions statements.) If the definitions section exceeds half a page, or when an acronym listing is provided, place them in a glossary at the end of the Manual, after all enclosures. (See the Glossary at the end of these standards for an example.)

b. Place terms in alphabetical order and underline them. If an acronym has been established for a term, use the acronym and alphabetize by it: do NOT write the term out. Capitalize terms ONLY if they are proper nouns.

c. To avoid inconsistency, do NOT repeat definitions of terms already defined in Joint Publication (JP) 1-02, other DoD issuances, or other Government publications (e.g., Executive orders (E.O.s), public law (PL), the Code of Federal Regulations (CFR), the United States Code (U.S.C.)). Instead, cite the issuance or publication in which the term is defined as a reference in place of the definition (see Enclosure 6 and Glossary for examples).

d. For terms uniquely defined in the Manual that do not meet the criteria for DoD-wide applicability as established in DoDD 5025.12, preface the definitions section with the appropriate caveat (see Enclosure 6 and Glossary for examples).

e. If you believe a definition should be in JP 1-02 (see DoDD 5025.12 for the establishing criteria for terms with DoD-wide applicability), place this statement at the end of the definition: “This term and its definition are proposed for inclusion in the next edition of Joint Publication 1-02.” (This

statement is removed before issuance signature.) The SD 106 prepared for formal coordination MUST include the statement in the Purpose that a term has been nominated for inclusion in JP 1-02. After the issuance is signed, it is your responsibility to notify the Joint Staff terminologists of terms nominated for inclusion in JP 1-02.

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4. **POLICY**. OPTIONAL section. DoDMs CANNOT ESTABLISH policy; this section is only used to briefly describe policy being implemented and shall cite the DoDD(s) or DoDI(s) that established the policy. If used, it is always located above the signature and shall be no more than one or two paragraphs long. This is the ONLY place in the Manual where policy shall be stated. For multi-volume manuals, the policy section may also contain a volume-specific statement. (See Enclosure 7 for samples.)

5. **RESPONSIBILITIES**. REQUIRED section. For multi-volume manuals, the responsibilities may all be set forth in the first volume, or they may be volume-specific. If responsibilities exceed half a page, place them in an enclosure. (See Enclosure 8 for sample responsibility statements.)

a. Identify the key officials who will implement the policy and list the overarching duties and obligations of each. Always assign responsibilities to officials, NOT to their offices or organizations.

b. In assigning responsibilities, be specific but succinct. Do NOT include procedures. State what the official is responsible for doing, not how the official should do it. By clearly aligning the responsibility with the official, the intent of the Manual can be better accomplished.

c. DoDMs assign responsibilities, as applicable, to the Deputy Under Secretaries and Deputy Assistant Secretaries of Defense, the Directors of the Defense Agencies and DoD Field Activities, and, when authorized by a DoDD, to the Heads of other OSD or DoD Components. Assigning responsibilities below the DUSD/DASD or Director level is discouraged. DoDMs should avoid assigning responsibilities that will unnecessarily hamper the key officials in their efforts to efficiently manage their Component. Detailed procedural direction is more properly located in the Procedures.

d. List the officials being assigned responsibilities in this order:

(1) The Head of the originating OSD Component.

(2) Other key officials within the originating OSD Component according to their levels.

(3) Other key officials within the Department of Defense in this order:

(a) The Heads of the OSD Components, individually. If responsibilities are also assigned to the OSD Components collectively in your issuance, use this language for individual responsibilities: **The [individual title], in addition to the responsibilities in paragraph [reference the paragraph assigning collective responsibilities], shall . . .”** See DoD AND OSD COMPONENT HEADS for assistance in determining the individual OSD Component Heads.

1. Under each, list any Assistant Secretaries, Deputy Under Secretaries, Deputy Assistant Secretaries, or Directors assigned responsibilities who are under the authority, direction, and

control of the individual OSD Component Head.

2. When assigning responsibilities to officials at any level subordinate to the Heads of the OSD Components, use this language to name the position having authority over them: “The [subordinate agency head] under the authority, direction, and control of the [OSD Component Head], shall . . .”

(b) The Heads of the DoD Components, collectively. If responsibilities are also assigned to the DoD Components Heads individually in your issuance, the “individual” paragraph(s) must include the language described in subparagraph 5.d.(3)(a) of this section. See DoD AND OSD COMPONENT HEADS for assistance in determining the individual DoD Component Heads.

(c) The Heads of the OSD Components, collectively.

(d) The Secretaries of the Military Departments, collectively.

(e) The Secretaries of the Military Departments, individually. If responsibilities are also assigned to the Service Secretaries collectively in your issuance, this paragraph must include the language described in subparagraph 5.d.(3)(a) of this section.

(f) The Chairman of the Joint Chiefs of Staff.

(g) The Commanders of the Combatant Commands, collectively. When tasking Combatant Commanders to take action outside of the Joint Staff or their Combatant Command, use this language as applicable: “...through the Chairman of the Joint Chiefs of Staff”. This language can only be used in the opening statement if ALL responsibilities being assigned in subparagraphs are taking place outside of the Joint Staff or Combatant Command.

(h) The Commanders of the Combatant Commands, individually. If responsibilities are also assigned to the Combatant Commanders collectively in your issuance, this paragraph must include the language described in subparagraph 5.d.(3)(a) of this section.

6. PROCEDURES. REQUIRED SECTION AND THE CENTRAL ELEMENT OF THE MANUAL. A brief description of the procedures will always be introduced above the signature. Place the detailed procedures themselves in an enclosure or enclosures. Subdivide the enclosures into appendixes as appropriate. (See paragraph 4.b. of Enclosure 1 for guidance on structuring the procedure enclosure(s).)

7. INFORMATION REQUIREMENTS. REQUIRED SECTION IF IT APPLIES TO YOUR MANUAL. If information requirements exceed half a page, place them in an enclosure or enclosures. Subdivide the enclosures into appendixes as appropriate.

a. Use this section to identify forms, reports, record-keeping systems, or other requirements for obtaining information from the DoD Components, non-DoD Federal agencies, and the public, and for furnishing information to the public. Also use this section to cancel information requirements.

b. For general guidance, go to the SPECIAL CONSIDERATIONS CHECKLIST. For a detailed list of reference documents, go to the PROCESS INDEX.

8. **RELEASABILITY**. REQUIRED section that is always located above the signature. In the template, select and enter a releasability paragraph from the options shown in Figure 1. Delete the others. For guidance on determining releasability, go to DoDD 5230.9, DoDI 5230.29, and SecDef MESSAGE: INFORMATION SECURITY/WEBSITE ALERT. For guidance on obtaining Office of Security Review clearance to release an unclassified issuance to the public, go to PROCESSING DoD ISSUANCES.

Figure 1. Releasability Statements for DoD Issuances

<p>– Option 1 –</p> <p>#. RELEASABILITY. UNLIMITED. This Manual is approved for public release and is available on the Internet from the DoD Issuances Website at http://www.dtic.mil/whs/directives.</p>
<p>– Option 2 –</p> <p>#. RELEASABILITY. RESTRICTED. This FOUO Manual is approved for restricted release. It is available to users with Common Access Card authorization on the Internet from the DoD Issuances Website at http://www.dtic.mil/whs/directives.</p>
<p>– Option 3 –</p> <p>#. RELEASABILITY. RESTRICTED. This Manual is approved for restricted release. Authorized users may obtain copies on the SECRET Internet Protocol Router Network from the DoD Issuances Website at http://www.dtic.smil.mil/whs/directives.</p>
<p>– Option 4 –</p> <p>#. RELEASABILITY. NOT RELEASABLE. The release and distribution of this Manual shall be approved only by [enter the originating OSD Component and contact information].</p>

9. **EFFECTIVE DATE**. REQUIRED section that is always located above the signature. State when the Manual is effective; e.g., This Manual is effective upon its publication to the DoD Issuances Website. – OR – This Manual is effective on [specific date]. – OR – The information requirements established by this Manual are effective on [specific date]. All other provisions of this Manual are effective upon its publication to the DoD Issuances Website.

- 1
- 2
- 3
- 4 The signature block tab is set at 3.5 inch.
- 5 Start the signature block on 5th line. Leave one blank line between the signature block
- 1 and the enclosure listing.

Name of Signer ←
Title

DoDMs shall be signed by the Head of the originating OSD Component, the Principal Deputy, or an OSD Presidentially Appointed, Senate-confirmed (PAS) official. (Go to the LIST OF SIGNATURE AUTHORITIES.)

Enclosures

1. Formatting a DoDM
2. Citing References in DoD Issuances
3. Sample Purpose Statements for Single-Volume Manuals
4. Sample Purpose Statements for Multi-Volume Manuals
5. Sample Applicability Statements
6. Sample Definitions Statements
7. Sample Policy Statements
8. Sample Responsibility Statements

Glossary

Indent the list of enclosures at the default tab stop of .25 inch. If there is only one enclosure, do not number it.

Enclosure

Procedures

If there are more than six references, Enclosure 1 will always be References. If you have a glossary, it will always be the last enclosure.

Enclosures

1. References
2. Procedures

Glossary

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ENCLOSURE 1

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FORMATTING A DoDM

1

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1. FORMAT BASICS

a. Manual Length. The complete Manual shall not exceed 100 pages. If more than 100 are required, separate the Manual into volumes. Format each volume according to these standards.

b. Font. Use the fonts preset in the template. Use uppercase for section, enclosure, and appendix titles. Use title case for paragraph and subparagraph headings and for table and figure titles. Underline all titles and headings. Use UPPERCASE for emphasis, NOT bolding, underlining, italics, or color.

c. Margins, Spacing, and Alignment

(1) Use the margins preset in the template. Leave one blank line between paragraphs and subparagraphs. Leave two blank lines between sections.

(2) Center titles of enclosures, appendixes, tables, and figures.

(3) Follow the paragraph formatting guidance in Figure 2, EXCEPT for the subject line, list of references, and table of contents, for which block-style format is preset in the template.

d. Headers, Footers, and (MS) Word Sections

(1) Use the headers preset in the template. Enter the Manual number in the second page header, right-aligned, after the Manual acronym. If the Manual is separated into volumes, include the Volume number; e.g., “DoDM 1234.56-M-V1.” No entry is required in the footer of the material above the signature.

(2) The template provides MS Word sections for a table of contents, the first three enclosures (references, responsibilities, and procedures), and a glossary. The footers are preset to include the identifier in uppercase, right-aligned. (See footers to enclosures in these standards for examples.) If you do not need a preset enclosure, delete the applicable MS Word section and adjust the subsequent footer(s) as necessary.

(3) If you insert additional MS Word sections for enclosures, carry the header forward and adjust the text in the footer to read: “ENCLOSURE [applicable #].” If you insert additional sections for appendixes, carry the header forward and adjust the text in the footer to read: “APPENDIX [applicable #] TO ENCLOSURE [applicable #].”

(4) When there is only one enclosure and/or one appendix, do not enter a number in the footer (“APPENDIX to ENCLOSURE”).

e. Footnotes and Endnotes. Do NOT use endnotes or the word “NOTE” in DoD issuances. Use footnotes ONLY within the reference list to indicate where the reader may obtain publications not readily found on an official Government website using an Internet search engine. To enter footnotes in MS Word 2003, use the “Insert,” “Reference,” “Footnote” tool on

the MS Word Standard Toolbar; in MS Word 2007, use the “Insert Footnote” function on the “References” tab.

f. References. For the reference list, use the spacing and alignment provided in the first page or in the first enclosure of the template. Format reference citations in the list and in the text according to Enclosure 2. For manuals with volumes, do not cite another volume of the same manual as a reference. Instead, identify it only in the text and only as “Volume 3 of this Manual;” do not include the Volume subject or date.

2. PARAGRAPH NUMBERING AND INDENTATION

a. Use the DoD issuance section and paragraph numbering format illustrated in Figures 2 through 4, as applicable. Text not in these formats **MUST** be inserted as a figure in the issuance; the only exception is for providing mailing addresses within the text.

b. If enclosures have only one main section, it must be numbered as illustrated in Figure 3.

c. If an enclosure has **ONLY** sections (there are no subparagraphs in the enclosure), it must be numbered as illustrated in Figure 4.

Figure 2. DoD Issuance Section and Paragraph Numbering Format

1. SECTION TITLE. When you have no paragraphs in a section or when you wish to place explanatory material before the subsequent paragraphs, place a period after the section title and begin the text on the same line.
2. SECTION TITLE. Leave two blank lines between sections. When no text follows a title or heading, do NOT place a period at the end of the title/heading.
 - a. Paragraph Heading. To have a paragraph "a.," you must have a paragraph "b." To have a subparagraph "(1)," you must have a subparagraph "(2)." If one paragraph or subparagraph has a heading, all paragraphs/subparagraphs on the same level must have a heading.
 - (1) Use tab stop increments of .25 to indent the first line of paragraphs and subparagraphs. Second and succeeding lines return to the left margin. Do NOT use the AutoFormat function in MS Word. (To turn this function off in MS Word 2003, go to "Format" on the Standard Toolbar and select "AutoFormat," then "Options," then "AutoFormat as You Type." Deselect all built-in style, paragraph, numbering, and bullet options. MS Word 2007 does not have the AutoFormat function.)
 - (a) Subparagraph Heading. Do not tab between numbers and text. Use two spaces.
 - (b) Subparagraph Heading. Do not use more than five tabs (no lower than the fifth level).
 1. Subparagraph Heading
 - a. This is the fifth level. Do NOT create subparagraphs below this level.
 - b. If you have material subordinate to this level, reorganize the material at a higher level.
 2. Subparagraph Heading
 - (c) Subparagraph Heading
 - (2) Because subparagraph 2.a.(1) has no heading, this subparagraph has none.
 - b. Paragraph Heading. Because paragraph 1.a. has a heading, this paragraph must have one.

Figure 3. Format for Enclosure With One Section

<p style="text-align: center;"><u>ENCLOSURE #</u></p> <p style="text-align: center;">1 blank line</p> <p style="text-align: center;"><u>ENCLOSURE NAME</u></p> <p>1</p> <p>2 blank lines</p> <p>Section text . . . Do not number the paragraph. Do not use a section title.</p> <p>1 blank line</p> <p>a. <u>Paragraph Heading</u>. Header use is optional in paragraphs and subparagraphs, but must be consistent (e.g., if paragraph "a" has a header, then paragraph "b" must, as well).</p> <p>(1) <u>Subparagraph Heading</u></p> <p>(a) <u>Subparagraph Heading</u></p> <p>1. <u>Subparagraph Heading</u></p> <p>a. This is the fifth level. Do NOT create subparagraphs below this level.</p> <p>b. If you have material subordinate to this level, reorganize the material at a higher level.</p>

Figure 4. Format for Enclosure With Sections Only

<p style="text-align: center;"><u>ENCLOSURE #</u></p> <p style="text-align: center;">1 blank line</p> <p style="text-align: center;"><u>ENCLOSURE NAME</u></p> <p>1</p> <p>2 blank lines</p> <p>1. <u>SECTION TITLE</u>. Number the paragraph. Use of section titles is optional, but must be consistent (e.g., if section 1 has a title, then following sections must, as well).</p> <p>1</p> <p>2 blank lines</p> <p>2. <u>SECTION TITLE</u>.</p> <p>OR</p> <p>1. Section text.... If section titles are not used, simply number the paragraph and begin with text.</p> <p>1</p> <p>2. Section text.... ONLY separate the paragraphs by one blank line.</p>

3. TABLE OF CONTENTS

a. Use of the table of contents MS Word section in the template is encouraged for all manuals. It is mandatory for manuals longer than 25 pages. Format the table of contents according to the template and Figure 5.

Figure 5. DoD Manual Table of Contents Format

	<u>TABLE OF CONTENTS</u>	Underline the table of contents title but not the items in the list. Leave two blank lines after the title.
1		
2	blank lines	
	ENCLOSURE 1: ENCLOSURE TITLE	Page #
	Begin the table with the first enclosure. Use the tab settings provided in the template, which are: left-aligned at .25, .5, and .75 inch; right-aligned at 6.5 inch with the leader "2" (.....).	
1		
	ENCLOSURE 2: ENCLOSURE TITLE	#
	Leave one blank line after enclosure and appendix listings. Use the font provided in the template, which is the same font used throughout the text (uppercase for enclosure, section, and appendix titles; title case for paragraph headings and figure and table titles).	
1		
	SECTION TITLE Titles should accurately reflect the contents.....	#
	Paragraph Heading Inclusion of first-level paragraph headings is optional; however, if you include them for one section, you must include them for all.....	#
	Paragraph Heading Keep titles and headings as brief as possible.....	#
	SECTION TITLE When you must use a title or heading that extends into a second line, USE BLOCK STYLE in keeping with the tab settings.....	#
	Paragraph Heading Do NOT go beyond first-level paragraph headings.....	#
	Paragraph Heading.....	#
	SECTION TITLE Enter all titles and headings exactly as they appear in the issuance, including any acronyms that may be established in the issuance text; they are not considered "established" in the table of contents.	#
1		
	APPENDIX(ES)	
	1. APPENDIX TITLE DO NOT list section and paragraph numbers. If there is only one appendix, DO NOT use numbers.	#
1		
	2. APPENDIX TITLE Appendixes are listed under the enclosure to which they apply	#
1		
	GLOSSARY	#
1		
	ABBREVIATIONS AND ACRONYMS.....	#
	DEFINITIONS.....	#
1		
	TABLES End the table of contents with a list of tables and figures if applicable.	
1		
	1. Table Title DO list figure and table numbers.	#
	2. Table Title.....	#
1		
	FIGURE When there is only one table or figure, do not number it.	
1		
	Figure Title.....	#

4. ENCLOSURES AND APPENDIXES

- a. Use the reference enclosure in the template when you have more than six references. Use the responsibilities enclosure when responsibilities exceed half a page.
- b. The procedures enclosure is the central element of the Manual and your primary means of accomplishing its purpose. Its organization will depend upon the Manual's content and complexity. Procedures may be structured in step-by-step sequence, by subject matter with related requirements, by situation and response, or on a combination of these and/or other factors. When the procedures are extensive and involve two or more distinct categories of content, you may want to separate them into two or more enclosures.
- c. You may also use an additional enclosure or enclosures to publish other information that adds to or supplements the text above the signature of the Manual. Use an appendix or appendixes to publish information that adds to or supplements an enclosure.
- d. Do NOT use an issuance itself or other reference as an enclosure or appendix.
- e. Refer to enclosures in the text above the signature (e.g., "Enclosure 3 provides sample purpose statements."); refer to appendixes in the text of the enclosure they support (e.g., "See Appendix 1 for samples of reference citations frequently used in DoD issuances.") Number enclosures and appendixes in the order they appear in the text. Capitalize the words "Enclosure" and "Appendix" ONLY when referring to a specific enclosure or appendix by number. Use lowercase when referring to an enclosure or enclosures in general (e.g., "This enclosure" – and – "As listed in the enclosures").
- f. Center and underline the enclosure or appendix identifier and title at the top of the first page. Leave one blank line between identifier and title; leave two blank lines between title and text. (See the enclosures and appendix to these standards for examples.)
- g. List enclosures after the signature block. (See the signature page of these standards for guidelines.) List appendixes to enclosures on the last page of the enclosure, in the same format you listed enclosures below the signature block. (See the last page of Enclosure 2 for an example.)

5. TABLES, FIGURES, AND FORMS

- a. Use a table to present information that is best communicated in tabular rather than paragraph form (i.e., arranged systematically by columns and/or rows), such as that in tables in these Standards. Use figures to present information that is best communicated as an illustration (picture or drawing), or as example (textual depiction) with or without instructional material, such as that in the figures in these Standards. If you wish to place text in an issuance in a format other than the standard (Figure 2) you must insert the text in a figure. The ONLY exception is when providing a mailing address for information.
- b. A table or figure may be used above the signature and in enclosures and appendixes. Identify it using the word "Table" or "Figure," as appropriate, followed by the number assigned

according to the order in which it appears in the text. Table and figuring number is not cross-sequential; you may have a “Table 1” and a “Figure 1” in the same issuance. If there is only one table or figure, do not number it.

c. Place the table or figure on the same page or as close to the text it supports as possible. Do NOT place the table or figure in the middle of a paragraph. Font size – but NOT style – may be adjusted to accommodate internal requirements, but may not be smaller than 9 point font. Do NOT use bolding, underlining, or italics for emphasis: use UPPERCASE. Use underlining for titles and headings only. Do NOT use color of any kind in a table or figure.

d. Center the table or figure on the page. Center the table or figure identifier and number, followed by the title, at the top of the table or figure. If the table or figure carries over to the next page, REPEAT THE IDENTIFIER at the top of the page, followed by a comma and the word “Continued.” (See the tables and figures in these standards for examples. See Table 1 of the Appendix to Enclosure 2 for an example of a table breaking across a page.)

e. In general, forms shall NOT be included in Manuals, as subsequent updates of the form will make the issuance obsolete. Instead the Manual should refer to the form (e.g., SecDef (SD) Form 818, “Comments Matrix for DoD Issuances”) and identify its location - for DoD forms, this would be the DoD Forms Management Program website at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>. Once the form has been identified, subsequent references within the Manual need only include the number (e.g., “SD Form 818”).

6. GLOSSARY

a. A list of acronyms and abbreviations in the Glossary is MANDATORY for manuals, including manual volumes, that contain more than 15 acronyms. For manuals containing less than 15 acronyms, a glossary is optional but recommended. If an acronym listing is provided in the Glossary, then definitions must also appear there.

b. Always place the Glossary at the end of the Manual, after all enclosures and appendixes. When referring to the Glossary in the text, always capitalize “Glossary.” Format the Glossary following the guidance in the Glossary at the ends of these standards and as provided in the glossary section of the template.

ENCLOSURE 2

CITING REFERENCES IN DoD ISSUANCES

1. GENERAL RULES

a. Citations in the Reference List

(1) With some exceptions, including legal references, citations in the reference list are organized by type of issuance and/or originator, exact title or subject in quotation marks, and month, day, year NOT followed by a period. (See the appendix to this enclosure for samples.)

(2) List references in the order they appear in the text. Use lower case letters in parentheses to identify them.

(3) List a maximum of six references on the first page. If there are more than six, list references together at Enclosure 1. (See Figures 6 and 7.)

(4) If a reference citation runs into the second line, use the block style format preset in the template. The month and day of the publication date must be on the same line. When citing an issuance that has been changed or a DoDD that has been certified as current, use the original publication date, NOT the change or certification date.

(5) When a manual contains more than 26 references, use a double lettering system (i.e., (aa) through (az), followed by (ba) through (bz), and so on). Do not use triple letters.

(6) Do not establish or use acronyms in the reference list; include them only if they are a part of the issuance title, in parentheses within the title within quotation marks (see Figure 6).

(7) When cancelling an issuance with the Manual, place the words “hereby cancelled” in parentheses at the end of the citation in the reference list (see Figure 6).

(8) Use a footnote to tell readers precisely where to find reference documents that are not readily found on a Government website using an Internet search engine, but do NOT hyperlink to the website.

(9) Do not cite unpublished material such as drafts and documents not available to readers. Do not cite issuances in the process of being cancelled (except those being cancelled by the Manual being drafted). Do not include a reference document as an enclosure.

(10) For manuals with volumes, do not cite another volume of the same manual as a reference. Instead, identify it only in the text and only as “Volume 3 of this Manual;” do not include the volume subject or date.

b. Citations in the Text. (See the appendix to this enclosure for samples.)

(1) Do NOT use the term “under,” which is reserved in DoD issuances for the authority derived from an officer or official. Use “pursuant to” or “in accordance with.” (See WRITING STYLE GUIDE for applicability.)

(2) Capitalize the word “Reference” and retain the parentheses around the reference letter.

(3) When six or fewer references are listed on the first page, if a reference is first used on that page, you will not establish the reference in the text as in subparagraph 1.b.(4), but will simply cite the reference letter (e.g., “pursuant to Reference (a)”).

(4) On subsequent pages or when references are listed in Enclosure 1, always establish the reference on first use by citing the type of issuance and/or originator followed by the reference letter. On subsequent citations of the same reference, cite only the reference letter; e.g.:

(a) On initial citation – “DoD Directive 1234.56 (Reference (g))”

(b) On subsequent citation – “Reference (g)”

(5) When a citation in the reference list contains more than one volume, or for the U.S.C. and CFR, more than one section or part, cite the specific volume, section, or part that pertains to the text, followed by the reference letter; e.g., “pursuant to Volume 2 of DoD Manual 4567.89 (Reference (c)).” Follow this same practice when you wish to cite a specific paragraph within a reference that is not broken into volumes, sections, or parts; e.g.:

(a) On initial citation – “according to paragraph 1.b., of Enclosure 1 of DoD Instruction 1234.56 (Reference (g))”

(b) On subsequent citation – “according to paragraph 1.b. of Enclosure 1 of Reference (g)”

Figure 6. Reference List on the First Page

References: (a) DoD Directive 5025.1, “DoD Directives System,” July 14, 2004 (hereby cancelled) (b) Acting Deputy Secretary of Defense Memorandum, “DoD Directives Review – Phase II,” July 13, 2005 (hereby cancelled) (c) DoD Directive 5105.53, “Director of Administration and Management (DA&M),” February 26, 2008 (d) Director of Administration and Management Memorandum, “Directive-Type Memorandum – DoD Directives System,” May 23, 2006 (hereby cancelled)
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Figure 7. Reference List at Enclosure 1

<p>On the first page:</p> <p>References: See Enclosure 1 – OR – if there is only one enclosure: References: See Enclosure</p> <hr/> <p>In the enclosure:</p> <p style="text-align: right;"><i>DoDM 1234.56-M, March 31, 2007</i></p> <p style="text-align: center;"><u>ENCLOSURE 1</u> – OR – if there is only one enclosure: <u>ENCLOSURE</u> <u>REFERENCES</u></p> <p>(a) DoD Directive 5025.1, “DoD Directives System,” July 14, 2004 (hereby cancelled) (b) Acting Deputy Secretary of Defense Memorandum, “DoD Directives Review – Phase II,” July 13, 2005 (c) DoD Directive 5105.53, “Director of Administration and Management (DA&M),” February 26, 2008 (d) Joint Publication 1-02, “Department of Defense Dictionary of Military and Associated Terms,” current edition (e) DoD 5025.1-M, “DoD Directives System Procedures,” March 5, 2003 (hereby cancelled) (f) Director of Administration and Management Memorandum, “DoD Directives –Implementation of Phase II,” July 15, 2005 (hereby cancelled) (g) Director of Administration and Management Memorandum, “Directive-Type Memorandum – DoD Directives System,” May 23, 2006 (hereby cancelled) (h) Administrative Instruction 15, Volume 1, “Office of the Secretary of Defense (OSD) Records Management Program Administrative Procedures,” November 14, 2006 (i) DoD Directive 5110.4, “Washington Headquarters Services,” October 19, 2001 (j) Secretary of Defense Policy, “Department of Defense American Indian and Alaska Native Policy,” October 20, 1998¹ (k) Section 2170 of title 50, United States Code Appendix (also known as “The Defense Production Act of 1950, as amended”)</p> <hr/> <p>¹ Copies may be obtained from the Internet at https://www.denix.osd.mil/denix/Public/Native/Outreach/policy.html Availability statements are NOT used for SecDef and DepSecDef memorandums.</p> <p style="text-align: center;">3</p> <p style="text-align: right;">ENCLOSURE 1</p>

2. CITING MILITARY DEPARTMENT AND JOINT-SERVICE PUBLICATIONS. (See appendix for examples.) Do NOT cite Military Department or joint-Service publications in DoD issuances EXCEPT that:

a. When including a military or associated term in the definitions section or Glossary (cite JP 1-02).

b. When a Military Department or joint-Service publication is the SOLE document pertaining to establishing or implementing a crucial policy.

3. LEGAL CITATIONS

a. When to Cite

(1) When a DoD issuance has implemented an E.O., PL, or section of the U.S.C., cite the DoD issuance, not the order, law, or code.

(2) When a PL has been codified in the U.S.C., cite the title and section of the U.S.C., not the PL.

(3) For a PL not included in the U.S.C., cite the PL and applicable section. Verify the proper statutory authority with the Office of the DoD General Counsel when drafting the issuance.

(4) Cite the CFR when referencing a document that has been published in the CFR. Cite the Federal Register (FR) for documents that have been published in the FR but not in the CFR.

b. How to Cite

(1) U.S.C. and CFR

(a) Do not capitalize the words “title,” “section,” or “part” in the reference list or in the text (unless the word begins a sentence). Do not cite the subject of the title’s part, section, or chapter. If citing more than one part, section, or chapter, include all in the same citation in the reference list, EXCEPT when the issuance references more than 10 parts, sections, or chapters of the title. In the text, always cite the specific part(s), section(s), or chapter(s) that pertain to the text, followed by the reference letter; e.g.:

1. On initial citation – “pursuant to section 7890 of title 10, United States Code (Reference (h))”

2. On subsequent citation – “pursuant to sections 1234 and 5678 of Reference (h))”

(b) If more than 10 parts, sections, or chapters of the same title are cited in the issuance, the reference list will simply cite the title; the particular part, section or chapter will be referred to within the text, e.g.,

1. In the reference list – “(b) Title 5, United States Code”

2. On initial in-text citation – “pursuant to section 7890 of title 5, United States Code (Reference (b))”

3. On subsequent citation – “pursuant to chapter 49 of Reference (b)”

(c) If a codified act is more well known by a “common name,” it may be cited within the body of the issuance by referring to the codified information first, then the common name (e.g., “pursuant to section 2170 of title 50, United States Code Appendix (also known and hereafter referred to as “The Defense Production Act of 1950, as amended” (Reference (g))).”). Further references in the document will state “The Defense Production Act of 1950, as amended”. WITHIN the Reference section, the citation should reflect the same format and include the information that the Act has been amended, if appropriate (see Figure 7, Reference (k)).

(2) PL Do not capitalize the word “section” in the reference list or in the text. In the reference list, cite the subject of the law. If citing more than one section of a public law, include all sections in the same citation in the reference list. In the text, cite the specific section that pertains to the text, followed by the reference letter.

4. AMENDMENTS AND CURRENT EDITIONS. Many government publications are now maintained on the Internet and are amended or updated electronically.

a. Citations of Pub Ls and E.O.s that may be amended by subsequent laws should include the original publication date and note that it has been amended – e.g., Executive Order 13178, “Northwestern Hawaiian Islands Coral Reef Ecosystem Reserve, “December 4, 2000, as amended ([Amended by E.O. 13196 in 2001](#))

b. Documents that are maintained online and have multiple or undefined publication dates shall use the citation “current edition” in place of the publication date in the reference list.

(1) DoD 7000.14-R, “Department of Defense Financial Management Regulations (FMRs),” current edition ([16 volumes in the Regulation; each volume has a different publication date and is updated online](#))

(2) Joint Publication 1-02, “Department of Defense Dictionary of Military and Associated Terms,” current edition ([Maintained online and updated regularly](#))

Appendix

Reference Citations Frequently Used in DoD Issuances

APPENDIX TO ENCLOSURE 2

REFERENCE CITATIONS FREQUENTLY USED IN DoD ISSUANCES

Accepted abbreviations for the types of references are provided in the first column of Tables 1 and 2. Use them only in the text and only after establishing them on first use in the text.

Table 1. Frequently Used Reference Citations

REFERENCE	FORMAT USED IN LIST	FORMAT USED IN TEXT
Administrative Instruction (AI)	Administrative Instruction 27, “Control of North Atlantic Treaty Organization Classified Documents,” October 26, 2006	Administrative Instruction 27
Code of Federal Regulations (CFR)	<u>When one title and one part are referenced</u> (a) Part 40 of title 32, Code of Federal Regulations	<u>First in-text citation</u> ... according to part 40 of title 32, Code of Federal Regulations (Reference (a)) <u>Second in-text citation</u> ... according to Reference (a)
	<u>When one title and more than one part are referenced</u> (a) Parts 40 and 64 of title 32, Code of Federal Regulations	<u>First in-text citation</u> ... according to part 40 of title 32, Code of Federal Regulations (Reference (a)) <u>Second in-text citation</u> ... according to part 64 of Reference (a)
	<u>When more than one title is referenced</u> (a) Parts 40 and 64 of title 32, Code of Federal Regulations (b) Subparts 227.71 and 229.70 of title 48, Code of Federal Regulations	<u>First in-text citation of first reference</u> (Establish the acronym.) ... according to part 40 of title 32, Code of Federal Regulations (CFR) (Reference (a)) <u>Second in-text citation of first reference</u> ... according to part 64 of Reference (a) <u>First in-text citation of second reference</u> ... according to subpart 227.71 of title 48, CFR (Reference (b)) <u>Second in-text citation of second reference</u> ... according to subpart 229.70 of Reference (b)
DoD Directive (DoDD)	DoD Directive 3020.40, “Defense Critical Infrastructure Program (DCIP),” August 19, 2005	DoD Directive 3020.40
DoD Instruction (DoDI)	DoD Instruction 3020.42, “Defense Continuity Plan Development,” February 17, 2006	DoD Instruction 3020.42
Directive-Type Memorandum (DTM)	Directive-Type Memorandum 09-019, “Policy Guidance for Foreign Ownership, Control, or Influence (FOCI),” September 2, 2009	Directive-Type Memorandum 09-019

Table 1. Frequently Used Reference Citations, Continued

REFERENCE	FORMAT USED IN LIST	FORMAT USED IN TEXT
DoD Manual (DoDM)	DoD Manual 4165.66-M, “Base Realignment,” March 1, 2007 DoD Manual 4150.07-M, Volume 1, “DoD Pest Management Training: The DoD Plan for the Certification of Pesticide Applicators,” December 12, 2008	DoD Manual 4165.66-M DoD Manual 4150.07-M-V1
DoD Publications (To be discontinued on reissuance as Manuals)	<u>DoD Guide</u> DoD 7000.3-G, “Preparation and Review of Selected Acquisition Reports,” May 20, 1980	DoD 7000.3-G
	<u>DoD Inventory</u> DoD 4100.33-INV, “Department of Defense Commercial Activities Inventory Report and Five Year Review Schedule FY 1991,” May 7, 1992	DoD 4100.33-INV
	<u>DoD Regulation</u> DoD 1330.17-R, “Armed Services Commissary Regulations (ASCR),” April 1987	DoD 1330.17-R
DoD Travel Regulations: Joint Federal Travel Regulation (JFTR) and Joint Travel Regulation (JTR)	Joint Federal Travel Regulations, Volume 1, “Uniformed Service Members,” current edition	Joint Federal Travel Regulations, Volume 1
	Joint Travel Regulations, Volume 2, “Department of Defense Civilian Personnel,” current edition	Joint Travel Regulations, Volume 2
Executive Order (E.O.)	Executive Order 13392, “Improving Agency Disclosure of Information,” December 14, 2005	Executive Order 13392
Federal Register (FR)	Page 12345 of Volume 10, Federal Register, June 12 2007	Page 12345 of Volume 10, Federal Register
Joint Publication 1-02 (JP 1-02)	Joint Publication 1-02, “Department of Defense Dictionary of Military and Associated Terms,” current edition	Joint Publication 1-02
Manual for Courts-Martial (MCM)	Manual for Courts-Martial, United States, 2000	Manual for Courts-Martial 2000
	Paragraph 44 of Manual for Courts-Martial, United States, 2000	... according to paragraph 44 of Manual for Courts-Martial 2000
Memorandums	Secretary of Defense Memorandum, “Regulatory Relief Task Force,” October 15, 2006	Secretary of Defense Memorandum

Table 1. Frequently Used Reference Citations, Continued

REFERENCE	FORMAT USED IN LIST	FORMAT USED IN TEXT
	Assistant Secretary of Defense for Health Affairs Memorandum, "Healthcare for Employees," January 13, 2007	Assistant Secretary of Defense for Health Affairs Memorandum
Memorandum of Understanding (MOU)	Memorandum of Understanding Between the Department of Defense and the Department of Education, August 16, 1982	Memorandum of Understanding
National Security Decision Directive (NSDD)	National Security Decision Directive-18, "International Trade and Transfer," July 2, 1990	National Security Decision Directive-18
National Security Presidential Directive (NSPD)	National Security Presidential Directive-9, "Combating Terrorism," October 25, 2001	National Security Presidential Directive-9
Office of Management and Budget (OMB) Bulletin	Office of Management and Budget Bulletin No. 81-17, "Debt Collection," April 27, 1981	Office of Management and Budget Bulletin No. 81-17
Office of Management and Budget (OMB) Circular	Office of Management and Budget Circular No. A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education," September 30, 1999	Office of Management and Budget Circular No. A-110
Presidential Decision Directive (PDD)	Presidential Decision Directive No. 63, "Critical Infrastructure Protection," May 22, 1998	Presidential Decision Directive 63
Public Law (PL)	Section 8070 of Public Law 102-172, "The Department of Defense Appropriations Act for Fiscal Year 1992," November 26, 1991	... according to section 8070 of Public Law 102-172
United States Code (U.S.C.)	<u>When one title and one section are referenced</u> (a) Section 801 of title 10, United States Code	<u>First in-text citation</u> ... according to section 801 of title 10, United States Code (Reference (a)) <u>Second in-text citation</u> ... according to Reference (a)
	<u>When one title and more than one section are referenced</u> (a) Sections 801 and 940 of title 10, United States Code	<u>First in-text citation</u> ... according to section 801 of title 10, United States Code (Reference (a)) <u>Second in-text citation</u> ... according to section 940 of Reference (a)
	<u>When more than one title is referenced</u> (a) Sections 801 and 940 of title 10, United States Code (b) Sections 470, 472, and 480.a through	<u>First in-text citation of first reference</u> (Establish the acronym.) ... according to section 801 of title 10, United States Code (U.S.C.) (Reference (a))

Table 1. Frequently Used Reference Citations, Continued

REFERENCE	FORMAT USED IN LIST	FORMAT USED IN TEXT
	480.w of title 16, United States Code	<u>Second in-text citation of first reference</u> ... according to section 940 of Reference (a) <u>First in-text citation of second reference</u> ... according to section 470 of title 16, U.S.C. (Reference (b)) <u>Second in-text citation of second reference</u> ... according to section 472 of Reference (b)
	<u>When codified act has “common name”</u> (a) Section 2170 of title 50, United States Code Appendix (also known as “The Defense Production Act of 1950, as amended”)	<u>First in-text citation</u> ... section 2170 of title 50, United States Code Appendix (also known and hereafter referred to as “The Defense Production Act of 1950, as amended” (Reference (a))). <u>Subsequent in-text citation</u> ... The Defense Production Act of 1950, as amended
	<u>When citing annually recurring provisions</u> (a) Section 8061 of Public Law 111-118, “The Department of Defense Appropriations Act for Fiscal Year 2010,” December 19, 2009 (also known as “The Leahy Human Rights Provisions”), and similar annually recurring provisions, if enacted, in subsequent years.	<u>First in-text citation</u> Section 8061 of Public Law 111-118 (also known as “The Leahy Human Rights Provisions”), or a similar annually recurring provision, if enacted, in subsequent years (Reference (a)) <u>Subsequent in-text citation</u> ...according to Reference (a)
Website, when the reference is located only on a website	DoD Issuances Website, “The Issuance Process,” http://www.dtic.mil/whs/directives/corres/writing.htm	DoD Issuances Website
OTHER miscellaneous issuances. In the list, enter originator, title, and date. In the text, cite originator and type of issuance.	Secretary of Defense, “National Military Strategy to Combat Weapons of Mass Destruction,” February 13, 2006	Secretary of Defense Strategy
	Organization for the Prohibition of Chemical Weapons, “Convention on the Prohibition of the Development, Production, Stockpiling and use of Chemical Weapons and on Their Destruction,” ratified April 24, 1997	Organization for the Prohibition of Chemical Weapons Convention
	Joint Requirements Office for CBRN Defense, “Joint Service (CBRN) Defense Modernization Plan,” 2008 [in this example, the originating office uses the acronym in its official name]	Joint Requirements Office for CBRN Defense Plan

Table 2. Military Department and Joint-Service Reference Citations

REFERENCE	FORMAT USED IN REFERENCE LIST	FORMAT USED IN TEXT
Joint Military Publications: Army Regulation (AR), Chief of Naval Operations Instruction (OPNAVINST), Air Force Regulation (AFR), Marine Corps Order (MC Order)	Army Regulation 320-3, Air Force Regulation 50-1, and Chief of Naval Operations Instruction 3200.25, "DoD Food Program," September 5, 1995	Army Regulation 320-3/Air Force Regulation 50-1/Chief of Naval Operations Instruction 3200.25
	Army Regulation 10-64, Chief of Naval Operations Instruction 6700.2, Air Force Regulation 160-29, and Marine Corps Order 5420.18A, "Joint Field Operating Agencies of the Office of The Surgeon General of the Army," August 16, 1988	Army Regulation 10-64/Chief of Naval Operations Instruction 6700.2/Air Force Regulation 160-29/Marine Corps Order 5420.18A
Military Handbook (MIL-HDBK)	Military Handbook MIL-HDBK-1013/1A, "Design Guidelines for Physical Security of Facilities," December 15, 2003	Military Handbook MIL-HDBK-1013/1A
Military Detail Specification (MIL-DTL)	Military Detail Specification MIL-DTL-43607H, "Padlock, Key Operated, High Security, Shrouded Shackle," March 10, 1998, with Notice 1, May 22, 2000	Military Detail Specification MIL-DTL-43607H
Military Specification (Acronym is based on type of specification.)	Military Specification MIL-H-29181B, "Hasp, High Security, Shrouded, for High and Medium Security Padlock," May 10, 1994	Military Specification MIL-H-29181B
	Military Specification MIL-P-43607G, "Padlock, Key Operated, High Security, Shrouded Shackle," June 18, 1986, as amended	Military Specification MIL-P-43607G
Military Standard (MIL-STD)	Military Standard MIL-STD-672A "Aviation Calibrations," June 9, 2006	Military Standard MIL-STD-672A

ENCLOSURE 3SAMPLE PURPOSE STATEMENTS FOR SINGLE-VOLUME MANUALSFigure 8. Purpose Statements When the Chartering DoDD Provides the Purpose

When the references are listed on the first page.

Sample 1. For a new manual:

1. PURPOSE. In accordance with the authority in Reference (a), this Manual implements policy, assigns responsibilities, and provides procedures for managing the DoD Forms Program.

Sample 2. For a reissuance of a manual:

1. PURPOSE. This Manual reissues Reference (a) in accordance with the authority in Reference (b) to implement policy, assign responsibilities, and provide procedures for the uniform interpretation and comparison of programs designated as major weapon system acquisitions. See WRITING STYLE GUIDE for proper use of "in accordance with" and "pursuant to."

Sample 3. For a reissuance of a DoD publication as a manual:

1. PURPOSE. This Manual reissues Reference (a) as a DoD Manual in accordance with the authority in Reference (b) and the guidance in Reference (c) to implement policy, assign responsibilities, and provide procedures for the uniform interpretation and comparison of programs designated as major weapon system acquisitions. Reference (c) will be DoDI 5025.01.

When the references are listed in Enclosure 1.

Sample 1. For a new manual:

1. PURPOSE. In accordance with the authority in DoD Instruction 7750.07 (Reference (a)), this Manual implements policy, assigns responsibilities, and provides procedures for managing the DoD Forms Program.

Sample 2. For a reissuance of a manual:

1. PURPOSE. This Manual reissues DoD 7000.3-G (Reference (a)) in accordance with the authority in DoD Instruction 7000.03 (Reference (b)) to implement policy, update responsibilities, and establish mandatory procedures for the uniform interpretation and comparison of programs designated as major weapon system acquisitions.

Sample 3. For a reissuance of a DoD publication as a manual:

1. PURPOSE. This Manual reissues DoD 7000.3-G (Reference (a)) as a DoD Manual in accordance with the authority in DoD Instruction (DoDI) 7000.03 (Reference (b)) and the guidance in DoDI 5025.01 (Reference (c)) to implement policy, assign responsibilities, and provide procedures for the uniform interpretation and comparison of programs designated as major weapon system acquisitions.

Figure 9. Purpose Statements When the Chartering DoDD Does Not Provide the Purpose

<p>For a new manual when the references are listed on the first page:</p> <p>1. PURPOSE. In accordance with the authority in Reference (a), this Manual implements policy, assigns responsibilities, and provides procedures for managing the DoD Forms Program pursuant to Reference (b) [issuance providing purpose].</p>
<p>For a reissuance when the references are listed in Enclosure 1:</p> <p>1. PURPOSE. This Manual reissues DoD Manual 5400.7 (Reference (a)) in accordance with the authority in DoD Directive 5400.07 (Reference (b)) to implement section 552 of title 5, United States Code, and incorporate the provisions of Executive Order 13392 (References (c) and (d)) [issuances providing purpose].</p>

Figure 10. Purpose Statements That Cancel Another Issuance

<p>When the chartering DoDD provides the purpose and the references are listed on the first page.</p> <p>Sample 1. For a new manual:</p> <p>1. PURPOSE. In accordance with the authority in Reference (a), this Manual:</p> <ul style="list-style-type: none"> a. Cancels and incorporates the interim guidance in Reference (b). b. Implements policy, assigns responsibilities, and provides procedures for the operation of the contractor cost data report and software resources system. <p>Sample 2. For a reissuance:</p> <p>1. PURPOSE. This Manual:</p> <ul style="list-style-type: none"> a. Reissues Reference (a) in accordance with the authority in Reference (b). b. Cancels and incorporates the interim guidance in Reference (c). c. Implements policy, assigns responsibilities, and provides procedures for the operation of the contractor cost data report and software resources system.
<p>When the chartering DoDD does not provide the purpose and the references are listed in Enclosure 1.</p> <p>Sample 1. For a new manual:</p> <p>1. PURPOSE. In accordance with the authority in DoD Directive 5000.02 (Reference (a)), this Manual:</p> <ul style="list-style-type: none"> a. Cancels and incorporates the interim guidance in Director of Program Analysis and Evaluation Memorandum (Reference (b)). b. Implements policy, assigns responsibilities, and provides procedures for the operation of the contractor cost data report and software resources system in accordance with DoD Instruction 5000.02 (Reference (c)).

Figure 10. Purpose Statements That Cancel Another Issuance, Continued

Sample 2. For a reissuance:

1. PURPOSE. This Manual:

- a. Reissues DoD 5000.02-H (Reference (a)) as a DoD Manual in accordance with the authority in DoD Directive 5000.02 (Reference (b)) and the guidance in DoD Instruction 5025.01 (Reference (c)).
- b. Cancels and incorporates the interim guidance in Director of Program Analysis and Evaluation Memorandum (Reference (d)).
- c. Implements policy, assigns responsibilities, and provides procedures for the operation of the contractor cost data report and software resources system in accordance with DoD Instruction 5000.02 (Reference (e)).

ENCLOSURE 4SAMPLE PURPOSE STATEMENTS FOR MULTI-VOLUME MANUALSFigure 11. Purpose Statement for a New Multi-Volume Manual1. PURPOSE

a. Manual. This Manual is composed of several volumes, each containing its own purpose. The purpose of the overall Manual, in accordance with the authority in DoD Instruction 5015.02 (Reference (a)), is to implement policy, assign responsibilities, and provide procedures for the maintenance and disposition of DoD records. *Statement applying to the Manual in its entirety; this statement must be included verbatim in all volumes.*

b. Volume. This Volume sets forth responsibilities and procedures for the life-cycle management of record and non-record material within the Department of Defense. *Volume-specific statement.*

Figure 12. Purpose Statements for Reissuance of a Publication as a Multi-Volume Manual

When the Manual reissues an existing issuance and the subject matter in the Volume was a part of that issuance:

1. PURPOSE

a. Manual. This Manual is composed of several volumes, each containing its own purpose, and reissues DoD Manual 1234.56 (Reference (a)). The purpose of the overall Manual, in accordance with the authority in DoD Instruction 5015.02 (Reference (b)), is to implement policy, assign responsibilities, and provide procedures for the maintenance and disposition of DoD records.

b. Volume. This Volume:

(1) Provides the records schedules, originally contained in Enclosure 3 of Reference (a), that constitute the authority for retention, transfer, temporary or permanent retirement, and/or destruction of record and non-record material within the Department of Defense.

(2) Sets forth responsibilities and procedures for application of the records schedules.

When the Manual reissues an existing issuance and the subject volume reissues a different issuance:

1. PURPOSE

a. Manual. This Manual is composed of several volumes, each containing its own purpose, and reissues DoD Manual (DoDM) 1234.56 (Reference (a)). The purpose of the overall Manual, in accordance with the authority in DoD Instruction 5015.02 (Reference (b)), is to implement policy, assign responsibilities, and provide procedures for the maintenance and disposition of DoD records.

b. Volume. This Volume:

(1) Reissues DoD 5015.02-STD (Reference (c)) in accordance with the guidance in DoDI 5025.01 (Reference (d)).

Figure 12. Purpose Statements for Reissuance of a Publication as a Multi-Volume Manual, Continued

- (2) Updates the mandatory baseline functional requirements for records management application (RMA) software within the Department of Defense.
- (3) Defines the required system interfaces and search criteria that DoD RMAs shall support.
- (4) Sets forth the minimum responsibilities and procedural requirements that the DoD Components shall meet in integrating RMAs into their records management programs.

ENCLOSURE 5SAMPLE APPLICABILITY STATEMENTSFigure 13. Standard Applicability Statement

ALWAYS use the standard applicability statement, which includes the Coast Guard when operating as a Service in the Navy pursuant to law. The Secretary and Deputy Secretary of Defense are the OSD authority in this statement. OSD Component Heads are NOT considered to be included in the term "DoD Component Head."

2. APPLICABILITY. This Manual applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the "DoD Components"). Delete the final, parenthetical remark if the term "DoD Components" is not used in the issuance.

Figure 14. Standard Statement All-Inclusive of the Coast Guard

When the Manual applies to the Coast Guard at all times, ALWAYS use the standard statement that is all-inclusive of the Coast Guard.

2. APPLICABILITY. This Manual applies to OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the "DoD Components").

Figure 15. Statements That Qualify the Standard Applicability of a Single-Volume Manual or of a Multi-Volume Manual in its Entirety

When the Manual applies to organizations not listed in the standard statement:

2. APPLICABILITY. This Manual applies to:

a. [Standard statement.] Always place the standard statement first.

b. The Commissioned Corps of the Public Health Service, under agreement with the Department of Health and Human Services, and the Commissioned Corps of the National Oceanic and Atmospheric Administration, under agreement with the Department of Commerce.

Figure 15. Statements That Qualify the Standard Applicability of a Single-Volume Manual or of a Multi-Volume Manual in its Entirety, Continued

When the Manual does not apply in certain circumstances:

2. APPLICABILITY. This Manual:

a. Applies to [standard statement].

b. Does not apply to:

(1) Requests for information made according to DoD Directive (DoDD) 5400.07 (Reference (c)), which are processed in accordance with DoD Manual 5400.07 (Reference (d)).

(2) Requests for information from systems of records controlled by the Office of Personnel Management, which are processed in accordance with parts 293, 294, 297, 735, and 736 of title 5, Code of Federal Regulations (Reference (e)).

(3) Requests for personal information from the General Accountability Office, which are processed in accordance with DoDD 7650.01 (Reference (f)).

(4) Requests for personal information from Congress, which are processed in accordance with DoDD 5400.4 Reference (g)).

Figure 16. Statements That Qualify the Applicability of a Single Volume of a Multi-Volume Manual

When the subject Volume does not apply in certain circumstances:

2. APPLICABILITY

a. Manual. This Manual applies to [standard statement and any qualifying statements that pertain to the Manual in its entirety (see Figure 15)].

b. Volume. This Volume does not apply to fill actions when such actions would detract from ongoing equal opportunity programs, i.e., when fill actions would have an adverse impact on programs for persons with disabilities, for achievement of minority and gender equality, or for affirmative employment of veterans.

When the subject Volume does not apply to certain persons in (or sub-elements of) the organizations in the standard statement:

2. APPLICABILITY

a. Manual. This Manual applies to [standard statement and any qualifying statements that pertain to the Manual in its entirety (see Figure 15)].

b. Volume. This Volume does not apply to active duty military members; DoD contractors, current or former employees of contractors, or applicants for employment with contractors; current or former employees of, or applicants for employment with, the Army and Air Force Exchange Service; or local nationals employed by the Department of Defense outside of the United States.

Figure 16. Statements That Qualify the Standard Applicability of a Single-Volume Manual or of a Multi-Volume Manual in its Entirety, Continued

When the subject Volume applies only to certain persons in (or sub-elements of) the organizations in the standard statement:

2. APPLICABILITY

a. Manual. This Manual applies to [standard statement and any qualifying statements that pertain to the Manual in its entirety (see Figure 15)].

b. Volume. This Volume applies only to civilian air traffic control positions within the Department of Defense.

ENCLOSURE 6SAMPLE DEFINITIONS STATEMENTS

This enclosure contains sample definition statements and are formatted for citation above the signature. For formatting guidance of definitions included in a glossary, see the Glossary of these standards.

Figure 17. Statements That Define Terms

When the definitions do not exceed half a page and all terms are defined in the Manual, or for multi-volume manuals, in the subject Volume:

3. DEFINITIONS. These terms and their definitions are for the purposes of this Manual [Volume].
- a. DoD Directives Program. The single, uniform program that the DoD Components shall use to develop, coordinate, approve, publish, and review DoD issuances.
 - b. DoD issuance. One of the following types of issuances published by the Department of Defense: DoDD, DoDI, DoDM, DTM, and AI. The term “DoD Publication” shall be discontinued upon reissuance of all DoD Publications as DoDMs. *In this example, the acronyms were established earlier in the text.*

When some terms are defined in the Manual or subject Volume and others are defined in other issuances:

3. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purposes of this Manual [Volume].
- a. Administrative Instruction. A DoD issuance, no more than 50 pages in length, that provides general procedures for implementing policy for the administration of the DoD Components in the National Capital Region (NCR) that are serviced by Washington Headquarters Services.
 - b. Directives Focal Point. An individual appointed in writing by the Head of an OSD Component to oversee the administration of the DoD Directives Program on his or her behalf.
 - c. DoD Executive Agent. Defined in Reference (f). *In this example, Reference (f) was already established.*
 - d. NCR. Defined in section 2674 of title 10, United States Code (Reference (v)).

When a term is defined in another issuance but used differently in the Manual or subject Volume:

3. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purposes of this Manual [Volume].
- a. law of war. Encompasses all international law for the conduct of hostilities binding on the United States or its individual citizens, including treaties and international agreements to which the United States is a part, and applicable customary international law. *The term “law of war” is defined in JP 1-02 but used differently in the Manual.*

Figure 17. Statements That Define Terms, Continued

b. U.S. Government institutions. U.S. institutions of democratic governance, including electoral and legislative processes and civilian control of the military, and the institution and improvement of public administration at the national, intergovernmental, State, and local levels. Go to [WRITING STYLE GUIDE](#) for correct usage of "U.S." vs. "United States" and capitalization of "government" and "State."

When there is only one definition:

SAMPLE 1. And the term definition is particular to the Manual or Volume:

3. DEFINITION. For the purposes of this Manual [Volume] the "DoD Directives Program" is the single, uniform program that the DoD Components shall use to develop, coordinate, approve, publish, and review DoD issuances.

SAMPLE 2. And the term is defined in another issuance:

3. DEFINITION. The term "law of war" is defined in Joint Publication 1-02 (Reference (d)).

Figure 18. Statements That Reference the Glossary or Cite Other Issuances

When the definitions exceed half a page and all definitions are placed in the Glossary:

3. DEFINITIONS. See Glossary.

When all terms are defined in another DoD issuance:

3. DEFINITIONS. Terms used in this Manual are defined in DoD Directive 1111.11 (Reference (e)).

When all terms are defined in JP 1-02:

3. DEFINITIONS. The following terms used in this Manual are defined in Joint Publication 1-02 (Reference (e)). In this example, the term in paragraph a. is a common noun and as such is entered in lower case. The term in paragraph b. is a proper noun, entered in title case.

a. information assurance.

b. International Atomic Time.

When terms are defined in more than one reference:

3. DEFINITIONS

a. Ambulatory Procedure Visit (APV). Defined in DoD Instruction 2222.22 (Reference (e)). Here the term is a proper noun. The acronym is established on first use and will be used consistently throughout the remainder of the text.

b. appropriation. Defined in section 3333 of title 33, United States Code (Reference (f)).

c. depreciation, method of. Defined in Volume 4 of DoD Manual 4444.44 (Reference (g)).

c. EFGH. Defined in Reference (d). Here the acronym is used instead of the term because the acronym was established earlier in the text. The reference was cited earlier in the text as well.

Figure 19. Statements That Propose Definitions for Inclusion in JP 1-02

Statement MUST be included in the Manual or Volume before being released for formal coordination; SD 106 Purpose statement must specify that term(s) in the Manual or Volume are being proposed for inclusion in JP 1-02.

5. DEFINITION.

a. intelligence function. The work performed by any portion of a DoD Component that fulfills an intelligence mission. This term and its definition are proposed for inclusion in the next edition of Joint Publication 1-02 (Reference (f)).

The statement regarding JP 1-02 inclusion shall be removed before manual or volume signature and the originating Component shall be responsible for notifying the Joint Staff terminologists that the definition has been processed by OSD.

b. intelligence gathering. Defined in Reference (f).

ENCLOSURE 7SAMPLE POLICY STATEMENTSFigure 20. Policy Statements for Single-Volume Manuals or for All Volumes of a Multi-Volume Manual

When the statement summarizes the policy in one policy issuance:

4. POLICY. It is DoD policy in accordance with Reference (a) that information assurance shall be implemented in all system acquisitions throughout the entire life cycle of the acquisition.

When the statement summarizes the policy in more than one issuance:

4. POLICY. It is DoD policy in accordance with Reference (a) that the Department of Defense shall have a single source of standards of ethical conduct and ethics guidance. These standards shall include direction in the areas of financial and employment disclosure systems, post-employment rules, enforcement, and training pursuant to Reference (b).

Figure 21. Policy Statements Including a Volume-Specific Paragraph

For one volume of a multi-volume manual when the statement summarizes the policy in one policy issuance:

4. POLICY. It is DoD policy according to Reference (b) to:

a. Develop uniform civilian personnel policy, responsibilities, and procedures for DoD-wide application that reflect, to the maximum extent practicable, a total force perspective. *Statement applying to the Manual in its entirety, included in all volumes.*

b. Employ well-trained, knowledgeable, and competent air traffic controllers who have the capacity to perform the essential functions of their positions without risk to themselves or others. *Volume-specific statement.*

For two volumes of the same multi-volume manual when the statement summarizes the policy in more than one issuance.

Sample 1. For the first Volume:

4. POLICY. It is DoD policy to:

a. Establish and maintain safe, effective, and environmentally sound integrated pest management programs to prevent or control pests that may adversely impact readiness or military operations, in accordance with Reference (a). *Statement applying to the Manual in its entirety.*

b. Actively promote, implement, monitor, and measure procedures to ensure the elimination of pests that use wood as a host, in accordance with Reference (b). *Specific statement for Volume 1.*

Sample 2. For the second Volume:

4. POLICY. It is DoD policy to:

a. [Same statement as for Volume 1.]

b. Maintain and enforce the standards for certification of pesticide applicators set forth in this Manual in accordance with Reference (c). *Specific statement for Volume 2.*

ENCLOSURE 8SAMPLE RESPONSIBILITY STATEMENTSFigure 22. Assigning Responsibilities Above the Signature

When the RESPONSIBILITY section is half a page or less, place above the signature. List the responsible agencies in accordance with paragraph 5.d. above the signature of these Standards.

5. RESPONSIBILITIES

a. Assistant to the Secretary of Defense for Networks and Information Integration/DoD Chief Information Officer (ASD(NII)/DoD CIO). The ASD(NII)/DoD CIO shall oversee the Link 16 Electromagnetic Capability (EMC) Features Certification Program.

b. Deputy Assistant Secretary of Defense for Command, Control, Communications/Space And Spectrum (DASD(C3/SPACE/SPECTRUM)). The DASD(C3/Space/Spectrum), under the authority, direction, and control of the ASD(NII)/DoD CIO, shall implement the Link 16 frequency allocation process and deviation/waiver process.

Figure 23. Assigning Responsibilities in an Enclosure

When the RESPONSIBILITY section exceeds half a page and is placed in an enclosure. List the responsible agencies in accordance with paragraph 5.d. above the signature of these Standards.

DoDM 5205.02-M, November 3, 2008

ENCLOSURE 2RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE (USD(I)). The USD(I), in addition to the responsibilities in section 3 of this enclosure, shall: *In this example, responsibilities are assigned to the OSD Component Heads collectively as well as individually.*

a. Establish and oversee the DoD OPSEC Program and provide policies and procedures for DoD Component implementation of the program, including monitoring, evaluating, and periodically reviewing all DoD Component OPSEC programs.

b. Provide reporting guidance to the Heads of the DoD Components prior to the end of each fiscal year.

c. Compile and analyze DoD Component reports, and report annually to the Secretary of Defense on the status of the DoD OPSEC Program.

Figure 23. Assigning Responsibilities in an Enclosure, Continued

2. UNDER SECRETARY OF DEFENSE FOR POLICY (USD(P)). The USD(P), in addition to the responsibilities in section 3 of this enclosure, shall:
- a. Coordinate international cooperation agreements involving the planning and execution of OPSEC.
 - b. Review all combatant commander operations and contingency plans to ensure OPSEC integration.
3. HEADS OF THE DoD AND OSD COMPONENTS. The Heads of the DoD and OSD Components shall implement the procedures prescribed in this Manual and ensure that supplemental guidance and procedures are in accordance with Reference (a) and this Manual.
- a. Integrate OPSEC in all activities and operations that prepare, sustain, or employ U.S. Armed Forces during war, crisis, or peace including, but not limited to, research, development, test, and evaluation; special access programs; DoD contracting; treaty verification; nonproliferation protocols; international agreements; force protection; and release of information to the public.
 - b. Maintain an OPSEC program managed by a full-time program manager at the senior level who shall be responsible for the direction and administration of the program in accordance with Enclosure 3.
 - c. Identify critical information and develop policies and procedures for its protection.
 - d. Plan, program, and budget for implementing and maintaining OPSEC programs.

A listing of acronyms and abbreviations is mandatory for manuals containing more than 15 acronyms.

If the Glossary only has one part, then "Part #" will not be used.

GLOSSARY

1

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PART I. ABBREVIATIONS AND ACRONYMS

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AI

Administrative Instruction List abbreviations and acronyms alphabetically; do not number them. Leave one blank line between those beginning with a different letter. For military terms, use the approved joint abbreviations and acronyms in JP 1-02.

1 blank line

CFR

Code of Federal Regulations Use title case only when the term is a proper noun.

DoDD

DoD Directive

DoDI

DoD Instruction

DoDM

DoD Manual

DTM

Directive-Type Memorandum

EA

Executive Agent

E.O.

Executive order, or Executive Order 11111 "Executive" is always capitalized when it refers to the President or to the Office of the President. Use title case only when referring to a specific Executive order.

FR

Federal Register

JP

joint publication Use lower case when the term is not a proper noun. Failure to do so is a common error in draft DoD issuances. Examples of other frequently used common nouns that should NOT be capitalized are "action officer," "active duty," "area of responsibility," "peace operations," "point of contact," "public affairs" (unless referring to a specific public affairs office or official), "program budget decision" (unless referring to a specific program budget decision memorandum), and "memorandum of agreement" (unless referring to a specific memorandum).

MS

Microsoft

PAS

Presidentially appointed, Senate-confirmed

PL

Public Law

U.S.C.

United States Code

WHS

Washington Headquarters Services

1

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PART II. DEFINITIONS

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Terms shall either be described as (a) for the purpose of this Manual (or Volume); (b) defined in another DoD publication; or (c) proposed for inclusion in the next edition of JP 1-02. (See Enclosure 6 for samples.) Repetition of descriptive statements in the Glossary can be avoided by using the following general caveats:

These terms and their definitions are for the purposes of this Manual (or this Volume).

Unless otherwise noted, these terms and their definitions and for the purposes of this Manual (or this Volume).

List the terms being defined alphabetically; do not number them. Capitalize them ONLY if they are proper nouns. If an acronym has been established for a term, use the acronym; do NOT write the term out (alphabetize by acronym). Leave one blank line between terms. If a definition requires subparagraphs, leave one blank line between them and indent the first line of the subparagraph to the first tab stop.

DoDD. A DoD issuance that EXCLUSIVELY establishes policy, assigns responsibility, and delegates authority to the DoD Components. DoDDs shall not contain procedures. They shall consist of the following two types of issuances.

direct oversight DoDD. A DoD issuance, no more than 8 pages in length including enclosures, reserved for subjects requiring direct oversight by the Secretary or Deputy Secretary of Defense, approved and signed only by the Secretary or Deputy Secretary of Defense, and consisting only of one or more of the following types of information.

Non-delegable responsibilities assigned to the Secretary or Deputy Secretary of Defense.

Assignment of functions and resources between or among the Heads of the DoD Components and/or OSD Components. More specifically, this is when the fundamental responsibilities, functions, or authorities of the Head of the Component are being defined or redefined. These major assignments should not be confused with the collateral functions routinely mentioned in an issuance in which the Head of an OSD Component assigns a responsibility to (and coordinates with) the Head of another Component to perform a task within an assigned functional area.

EA assignments, which consist of the designation of an EA and the assignment of related responsibilities and authorities.

Matters of special interest to the Secretary or Deputy Secretary of Defense such as advisory boards or urgent Global War on Terrorism matters. They may be items selected by the Secretary or Deputy Secretary or recommended by the Head of an OSD Component.

chartering DoDD. A DoDD that establishes the mission, responsibilities, functions, relationships, and delegated authorities of the Head of an OSD Component or other OSD PAS official, a Defense Agency, a DoD Field Activity, or other major DoD or OSD Component, as required. Also referred to as an “organizational charter” or “charter Directive.” Chartering DoDDs comprise a unique DoDD format, developed by O&MP in coordination with DD, and are exempt from the 8-page limit for DoDDs. Chartering DoDDs shall be signed by the Secretary or Deputy Secretary of Defense, except that where the Under Secretaries of Defense are delegated the authority in their chartering DoDDs, the Under Secretaries of Defense shall issue chartering DoDDs for their subordinate OSD PAS officials.

DoDI. DoDIs consist of the following two levels of issuances. DoDIs shall be no more than 50 pages in length including enclosures.

policy DoDI. A DoDI that ESTABLISHES POLICY and assigns responsibilities within a functional area assigned in the Head of an OSD Component's chartering DoDD, including defining the authorities and responsibilities of a subordinate official or element when these do not meet the criteria for a chartering DoDD. Policy DoDIs may also provide general procedures for implementing that policy. Policy DoDIs shall be signed by the Head of an OSD Component; the Acting Head of an OSD Component; or, in the absence of the Head or the Acting Head, the individual designated in writing to perform the duties of the Head of the OSD Component. Policy DoDIs shall include the Component's chartering DoDD as a reference, and, for the Components whose chartering DoDDs have NOT been updated to include the authority to issue policy in DoDIs, they shall include DoDI 5025.01 (Reference (a)) as a reference.

non-policy DoDI. A DoDI that IMPLEMENTS POLICY established in a DoDD by providing general, overarching procedures for carrying out that policy. Non-policy DoDIs shall be signed by the Heads of the OSD Components, their Principal Deputies, or the OSD PAS officials as authorized by their chartering DoDDs.

DoDM. A DoD issuance providing detailed procedures for implementing policy established in DoDDs and DoDIs. DoDMs shall include the specific, procedural information formerly published as DoD publications. All DoD publications that are not DoDMs (i.e., catalogs, compendiums, directories, handbooks, indexes, inventories, lists, modules, pamphlets, plans, series, standards, supplements, and regulations) shall be converted into DoDMs on their next reissuance. DoDMs shall be signed by the Heads of the OSD Components, their Principal Deputies, or the OSD PAS officials as authorized by their chartering DoDDs. DoDMs exceeding 100 pages in length shall be separated into two or more volumes.

DoD publication. A DoD issuance that provides detailed procedures for implementing policy established in DoDDs and DoDIs. TERM TO BE DISCONTINUED upon reissuance of all DoD publications as DoDMs. DoD publications include the following types of issuances approved and signed prior to October 28, 2007: catalogs, compendiums, directories, handbooks, indexes, inventories, lists, modules, pamphlets, plans, series, standards, supplements, and regulations.

DTM. A memorandum issued ONLY for time-sensitive actions that affect current issuances or that will become DoD issuances, and ONLY when time constraints prevent publishing a new issuance or a change to an existing issuance. With the exception of the mandatory coordinators, the processing and approval of a DTM shall not be delayed due to missing or late coordinations.

DTMs establish DoD policy and assign responsibilities, or implement policies and responsibilities established in existing DoD issuances. DTMs concerning subjects requiring direct oversight by the Secretary or Deputy Secretary of Defense shall be signed by the Secretary or Deputy Secretary of Defense. DTMs that establish policy shall be signed by the Heads of the OSD Components. DTMs that implement policy shall be signed by the Heads of the OSD Components, their Principal Deputies, or the OSD PAS officials as authorized by their chartering DoDDs.

DTMs shall not be used to permanently change or supplement existing issuances. They shall be effective for no more than 180 days from the date signed, unless an extension is approved by

the DA&M, during which time they shall be incorporated into an existing DoD issuance, converted to a new DoD issuance, reissued, or cancelled.